



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Number: AFB/22/0/11 - 046

Policy Title: Management Agency Staff Vaccination Policy

Introduction: COVID-19 is a biological pathogen causing an infectious disease that is responsible for the outbreak that began in December 2019 and progressively became a global pandemic affecting more than 120 countries.

Vaccination is one of the most successful public health interventions. A safe and effective vaccine is only one part of keeping the community safe and healthy. This means we must continue to apply other COVID-19 control measures such as physical distancing and good hygiene, even when the vaccination is available.

Purpose: The Management Agency has a responsibility to provide a safe workplace for staff and visitors. This policy sets out the obligations and responsibilities of the Management Agency and staff with regard to the approved vaccine(s) for COVID-19.

Scope: This Policy applies to all Management Agency employees in relation to COVID-19. This policy will also apply to any variants of COVID-19.

This Policy is subject to any government mandate(s) and official government health advice relating to the COVID-19 vaccine.

Definitions: Vaccination – the administration of antigenic material (a vaccine) to stimulate an individual’s immune system to develop immunity to a pathogen.
COVID-19 is caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2)
Potential Exposure – the potential for exposure to biological pathogens associated with the work/task/environment. This is recorded in the hazard/risk register in Safety Seek.
COVID-19 Vaccination - The COVID-19 vaccination programme requires 2 doses at least 3 weeks apart and boosters as required.

Responsibilities: All Staff: are responsible for

- Familiarising themselves and complying with this Policy and for complying with the Policy requirements. All individuals are also personally responsible for following the official government health advice in relation to the vaccine for COVID-19
- Maintaining a valid [Vaccination Pass](#), this will require one or more booster vaccinations in the future.



- Providing evidence of vaccination to the National Compliance Manager
- Working with your team and the National Compliance Manager to ensure hazards including potential exposure are mitigated or eliminated.

National Compliance Manager: is responsible for

- All of the above, and
- Ensuring that employees, are informed and adhere to this Policy.

1 Vaccination Requirements:

Current and valid My Vaccine Pass must be held by all Management Agency staff so that they can safely participate in all aspects of their roles including:

- Attending face to face Board meetings
- Attending the ApiNZ Conference
- Participating in the face-to-face induction and training of AP2s and AFB Recognition Trainers
- Meeting with groups of beekeepers
- Travelling on planes, trains and buses
- Working the Management Agency offices

All visitors to the Rolleston Office must hold a My Vaccine Pass.

All Board members and guests attending face to face Board meetings must hold a My Vaccine Pass

2 Exceptions to being vaccinated:

The Management Agency acknowledges that some individuals may not be able to be vaccinated for medical reasons. These persons must obtain a medical Exemptions from the Ministry of Health, present their Vaccine Pass to the National Compliance Manager, and declare that a medical exemption sits behind these vaccine pass.

Staff with a medical exemption will not be allowed to engage in the higher risk activities described in 1 above. In this situation we will work with staff to discuss options. This may include redeployment where possible, but it is also possible that if we cannot find a redeployment option that enables the Management Agency to continue to effectively engage with stakeholders, ending staff employment with the Management Agency may be our only viable course of action.

3 Providing proof of vaccination

The Management Agency requires all staff to provide evidence that you have received the COVID-19 vaccine through presentation of a valid and current My Vaccine Pass.

If you choose not to provide your vaccination status the Management Agency will treat you as unvaccinated.

4 Immunisation status and records

Records of vaccination and immunisation status will be maintained on the Employee's file.

Your vaccination information that is collected, used and stored under this Policy will be handled in accordance with the Privacy Act 2020.

5 Cost of vaccination

The COVID-19 vaccination is provided free to the whole of New Zealand. The Management Agency provides staff paid work time to receive a vaccination. Staff must notify their manager of their whereabouts if they receive their vaccination(s) during work time.

6 Policy Review

This Policy has been drafted based on the advice and information provided by the New Zealand Government and Ministry of Health. However, given the changing nature of matters relating to COVID-19, the public requirements may change. This policy will be updated as changes occur. Staff are responsible for ensuring that they follow public health advice issued by the relevant government authorities, and raise any queries with the National Compliance Manager for clarifications required.

References: [Privacy Act 2020](#)
About [My Vaccine Pass](#)

Effective Date: This policy will be effective from 25 February 2022

Review Date: 25 February 2023



Russell Marsh
Chairman AFB NPMP Management Agency

Date 25 February 2022